

DIRECTOR NATIONAL INSTITUTE FOR LITERACY

About the Agency:

The National Institute for Literacy (the Institute), a federal agency, provides leadership on literacy issues, including the improvement of reading instruction for adults, children, and youth, the coordination of literacy delivery systems, and serves as a national resource on current, comprehensive literacy research, practice, and policy.

The Institute is responsible for: making the findings of scientifically-based reading research available to educators, administrators, and families; identifying effective classroom reading programs and reading programs that include the components of reading as defined by scientific research; and carrying out scientifically-based reading research that determines the most effective ways of improving the literacy skills of adults with reading difficulties and how family literacy services can best provide parents with the knowledge and skills they need to support the literacy development of their children.

The Interagency Group, composed of the Secretaries of Education, Labor, and Health and Human Services, plans the goals of the Institute and monitors its activities. The Interagency Group also reviews the Advisory Board's recommendations concerning Institute goals and programs.

About the Position:

The Director of the National Institute for Literacy works with the Institute's Interagency Group, in consultation with the Advisory Board, in determining priorities and work projects related to the national effort to improve literacy. The Director supervises and guides the Institute's staff of sixteen employees using a variety of leadership skills to encourage a high performance workplace, develop staff leadership capacity, and promote flexibility to ensure that the Institute thrives in a changing environment. The Director ensures that agency administrative, management, and contracting processes are executed in accordance with the Institute's Interagency Agreement and federal regulations and policies. The Director serves as the senior staff person for the Interagency Group and Advisory Board to ensure the Institute fulfills its role as a leader in the field by keeping abreast of major research findings and innovations in education. The Director serves as a spokesperson for literacy issues and the Institute's liaison with literacy organizations. The Director guides strategic planning efforts, assesses future needs for projects and activities, and provides comprehensive recommendations on long-range project planning to the Interagency Group and the Advisory Board.

For additional information about the Institute and its staff, please visit the **National Institute for Literacy** website.

Qualifications:

The ideal candidate will possess extensive experience in human resources management, budgeting, project management, and research methodology sufficient to assure that Institute projects and activities employ appropriate methodologies to achieve desired outcomes, convene and oversee nationally-recognized researchers, and support and coordinate intergovernmental research efforts, if necessary. In addition, the candidate must exhibit mastery of literacy and related education theories, principles and practices and a comprehensive knowledge of literacy delivery systems for all ages, including adult literacy, workplace literacy, and family literacy program models. Candidates with a background in adult education are of particular interest.

Salary and location:

Annual salary range for this position is \$114,468 to \$149,000, commensurate with experience. This position is located in Washington, DC, and the selected candidate will serve for a term that does not exceed four years. The selected candidate will be eligible for a variety of fringe benefits including health insurance, life insurance, Thrift Savings plan (401K type retirement savings plan), flexible savings accounts for health care and/or dependent care, and transit benefits. The value of the fringe benefits is approximately 23% of the salary amount.

Applying for this position:

Applications must be received in electronic format by July 25, 2008. All applications will be kept confidential during the hiring process. Please submit a letter of application, curriculum vitae or resume, and a list of three to five references (including contact information) to [**christina.anzelmo@ed.gov**](mailto:christina.anzelmo@ed.gov).

For additional information regarding the application process, please contact:

Christina Anzelmo
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